

SUBJECT: Bomb Threats	NUMBER: 2-9.01
EFFECTIVE DATE:	REVIEW DATE:
NMMLEPSC STANDARDS: OPR.05.05	APPROVED: Sheriff

I. POLICY:

The Department shall respond to a bomb incident and provide for the safety of citizens and personnel in the response, deployment, and handling of bomb threat/emergency situations.

II. DEFINITIONS:

A. Bomb Threat

A bomb threat is a condition when a suspected bomb/explosive device has been reported but not located.

B. Bomb Emergency

A bomb emergency is a condition when a suspected or actual bomb/explosive device has been located or when an explosion occurs.

III. RULES AND PROCEDURES:

A. Bomb Threat

1. Communications Responsibilities

Personnel receiving notification of a bomb threat will:

- a) Keep the reporting party on the line and determine, if possible, the reason for suspicion that an explosive device may be present.
- b) Dispatch a Field Services unit immediately.
- c) Upon dispatching units to the location, the on-duty supervisor and Division Commander will be notified.
- d) As directed by the dispatched deputy or field supervisor, will notify the appropriate Fire Department and provide deployment instructions for responding apparatus.

2. Dispatched deputies Responsibilities

- a) All responding units will cease radio transmission within a four block radius of the suspected location of the device.
- b) Make contact with the person in charge of the premises and the person who reported the threat.
- c) The responding deputy should ask, but is not limited to the following questions:
 - i. Have previous threats been received and the outcome of those threats.
 - ii. Possible motives.
 - iii. Vulnerabilities of equipment and/or personnel.
 - iv. Any other questions which might provide assistance in determining the probability of an explosive device being on site.
- d) When the probability of an explosive device has been established, telephone contact will be established with the Communications Center. The deployment of Fire/Rescue equipment should be requested.
- e) The decision to search a public building or area rests with the deputy or supervisor on scene. Permission is required to search a private residence or business.

3. Search Procedure

- a) A plan should be developed before a search is initiated. The areas to be searched and the extent of the search will depend on the following:
 - i. The type of premises
 - ii. The motivation of the suspect
 - iii. The accessibility of the location
- b) A floor plan should be obtained and search areas assigned. If a floor plan is unavailable a sketch of the location should be completed and copies given to each search team.
- c) An attempt should be made to utilize personnel familiar with the areas to be searched when assigning search teams.
- d) Where a search fails to discover an explosive device, deputies will state only that a device was not found.
- e) The search will be discontinued when:
 - i. Requested to do so by the owner of the premises or the owner's designee.
 - ii. Directed to do so by the on-scene supervisor.
 - iii. Directed by the New Mexico State Police Department's Emergency Ordinance Disposal personnel.
 - iv. The deputy is satisfied that the probability of finding a device by further search is minimal.

- f) Deputies will not discourage the person in charge of the premises from continuing with a search after deputies depart.

B. Bomb Emergency

1. Initial Contact

- a) When a call is received by personnel of the Department regarding a suspected bomb/explosive device or military ordnance which has been found, the person receiving the call will attempt to obtain information regarding:
 - i. The location of the device
 - ii. Type and description of the device
 - iii. Quantity and characteristics of the device
 - iv. Time the device is set to detonate
 - v. Name of the caller
 - vi. Any other information, such as the caller's sex, accent, and any discernible background noises.
 - vii. The time call was received, and the time call was terminated
- b) The person receiving the call should use Form VCSO303 to record the information obtained from the caller.
- c) The person receiving the call will then notify the Communications Section regarding the call and relay all information obtained.

2. Communications Responsibilities

- a) Advise the reporting person to evacuate the concerned area immediately and take all available precautions.
- b) Dispatch units as necessary for evacuation and establishing a perimeter.
- c) Notify the Valencia County Fire Department for dispatch of appropriate emergency equipment.
- d) Advise the field supervisor of existing circumstances.
- e) Notify the New Mexico State Police Department's Emergency Ordinance Disposal Unit.

3. Dispatched deputies Responsibilities

- a) All responding units will cease radio transmissions within a four block radius of the suspected or known device. Communications will be conducted by telephone.
- b) The dispatched deputy will ensure evacuation of all occupants from the immediate area (300 feet or more) and attempt to view the area of the explosive device from a location that provides maximum protection.
- c) When a suspected device is located, the dispatched deputy will be responsible for obtaining completed preliminary information (witness, calling party, and

persons present) and relay this information to the New Mexico State Police Department Emergency Ordnance Disposal personnel.

- d) Personnel will not touch or disturb a suspected device, regardless of how harmless or innocent it may appear.
- e) Fire Department personnel will be allowed access to the area in the event of a detonation with causes fire or injury.
- f) The Fire Department will have primary responsibility in the event a fire occurs or emergency medical treatment is required. Bomb disposal and investigation remain the primary responsibility of the Sheriff's Department.

4. Supervisor Responsibilities

- a) The supervisor will be responsible for the establishing of a perimeter in the immediate area surrounding the known or suspected device.
- b) The supervisor will take appropriate action for notifying the New Mexico State Police.
- c) In all cases where New Mexico State Police personnel respond to the scene of a known or suspected explosive device and have been briefed, the control containment and/or removal of the device will be coordinated with the on-scene supervisor.
- d) The supervisor will coordinate the evacuation of all occupants from the immediate area.
- e) A Field Command Post should be established as soon as possible. The Fire Department's Chief Officer will respond to this location and act as a liaison to coordinate any type of joint effort that may be required.
- f) The Field Command Post should be on the perimeter of the four (4) block area. Fire Department units which are responding to the incident will initially stage at a four (4) block minimum.

C. Detonated Devices

1. Communications Responsibilities

- a) Dispatch a field unit to the location, and provide as much pertinent information as available.
- b) Dispatched units will be constantly updated on incoming information.
- c) Notify the field supervisor of the call and situation.
- d) Notify the Fire Department and ambulance services for response
- e) Notify the New Mexico State Police to respond.
- f) Obtain as much information as possible from the reporting party concerning the location of the explosion, injuries, and/or fire.

2. Dispatched deputies Responsibilities

When a device has exploded/detonated, deputies will respond to the location and establish a security perimeter in the immediate area surrounding the explosion site.